



TITLE: HOUSE MANAGER

Department: Tour	Staffing Classification: Seasonal
Reports To: Circus Operations Director	FLSA Status: Exempt
Date Approved:	Signature:

JOB SUMMARY:

Responsible for operating an efficient, welcoming front of house that will be effective in obtaining a positive audience and presenter relations. Responsible for training the ushers, ticket takers, parkers, program handlers and security staff on day of show. Responsible for cleaning the Big Top house, grounds and facilities.

ESSENTIAL FUNCTIONS:

(Majority of duties, but not meant to be all-inclusive nor prevent other duties from being assigned as necessary.)

HOUSE MANAGEMENT

1. Establish contact with presenters and assist with the smooth flow of the front of house operations in areas such as: onsite box office operations, ushers, trash, program distribution, and any special functions the presenter may be holding in conjunction with our show. Train ushers, ticket takers, box office and security staff both for outside presenter and at self-presented sites.
2. Recruit house, parking and ticket booth volunteers for self-presented show needs.
3. Check location and conditions of public toilet facilities, prior to each show. Notify presenter of cleaning needs.
4. Maintain inventory of playbills and adequate stock for each show. Arrange for transport of additional programs from Smirkus Headquarters.
5. Maintain guest lists. Arrange for complementary tickets from the box office. Mark off seats to be saved for visiting dignitaries. Greet special guests, alert Tour Directors of their presence and arrange for back stage tours as appropriate. Inform Smirkus headquarters in writing of any special guests and possible major donors, who come to shows and any relevant information from them.
6. Communicate and coordinate with backstage when to open the tent to audience, when to start the show. Keeps show starting time on pre-determined schedule.
7. Maintain a clean front of house appearance. Oversee clean up inside tent and the outside grounds after each show. Supervise presenter regarding trash removal.
8. Obtain presenter information after the show, such as attendance numbers, etc.
9. Plan for, coordinate and oversee any emergency situations that may come up, such as fire or severe storms. Update as needed written plans for dealing with emergencies and evacuation, and instruct staff in their duties and proper behavior during emergency situations.

OTHER DUTIES

1. Drive company vehicle.
2. Assist in the set-up and tear down of back lot at the discretion of the Tour General Manager. Duties may include but not limited to: Setting and leveling bunkhouses, running hoses and electrical cords, setting up dishwashing station, setting up picnic tables and dining tent.
3. Other jobs as needed.

KNOWLEDGE AND EXPERIENCE: (Minimum education, experience, technical and communication skill levels and licenses/certificates normally required to perform the duties of this position.)

1. You must have (or obtain before tour) certification in CPR and Basic First Aid.

WORKING CONDITIONS:

(Typical working conditions associated with this type of work and environmental hazards, if any, that may be encountered in performing the duties of this position.)

Internal: Work is normally conducted in an office environment.

External: Work requires travel throughout Vermont and surrounding states in preparation for and while on summer tour.

PHYSICAL DEMANDS:

(The physical effort generally associated with this position.)

Work involves standing, walking, bending, kneeling, reaching, stooping, and other physical activities consistent with setting up heavy equipment. Work may include lifting, carrying or moving objects and equipment weighing over 50 pounds.

SUPERVISION:

Supervision is received from the Circus Operations Director.

PERIOD OF EMPLOYMENT:

This is a three month seasonal position from June to August 2018.

To be considered for this position, please contact tour@smirkus.org.

Interested parties please include:

- Cover letter
- Resumé
- Completed [Circus Smirkus Employment Application](#)

Circus Smirkus is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, disability, age, or veteran status.

<http://www.smirkus.org>